



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>November 13, 1972</b>		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>33</b>			Date Received <b>NOV 29 1972</b>	Application No. <b>393</b> Date Completed <b>DEC 4 1972</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Department of Agriculture Animal Industry - Animal Disease Eradication Section 19 Hunter St. S.W. Atlanta, Georgia 30334</b>			4. Person to Contact <b>Dr. James Andrews</b> <i>J. A.</i>	
			5. Working Title <b>State Veterinarian</b>	6. Tel. No. <b>656-3667</b>

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series <b>1971 to Date</b>	9. Exact Series Title <b>Swine Herd Quarantines and Releases Files.</b>
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10. What is the function of the office in which this record series is created?

The Section administers the Livestock Health Rules and Regulations pertaining to Herd Accreditation, Herd Certification, and Validation. It records tests for Tuberculosis and Brucellosis in cattle, and Brucellosis in swine; receives affidavit from herd owners requesting certification, registration or validation thru owner's Veterinarian; evaluates affidavit for certification, accreditation, and/or validation - if qualified issues certification, accreditation, and/or validation; inspection of herds for re-certification, re-accreditation, and/or re-validation - if qualified issues re-certification, re-accreditation, and/or re-validation certificates on selected anniversary date each year after first qualifications.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to Swine Herd Quarantine and Releases.  
Included are:

- Swine Herd Quarantines
- Swine Herd Releases

Files are arranged alphabetically by owner.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers		1	1.5		1/4			
Legal-size File Drawers				Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
					This Year's	Last Year's	Preceding Year's	
				AVERAGE DAILY REFERENCES	1	1		

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- |   | YES                                 | NO                                  |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication.                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 23. May take several years to release Quarantined Herd of Liquidate the Herd<br>Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

24. **REQUIREMENTS.** The following requires the files to be kept Indefinite years:



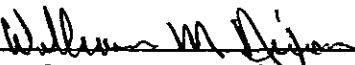


- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☐ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER See Below, then:

- ☐ Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):  
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):  
☐ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off.  
☐ Other: (Specify)

Hold Quarantine in the active files until the Quarantine is released; then, withdraw folder from the active files, and place the folder in the inactive files. Cut inactive files off at the end of each calendar year; hold in current files area 2 years; then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) 		Date 11-13-72	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			11-13-72
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			11-29-72
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			11-29-72
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			12-1-72

STATE RECORDS  
COMMITTEE